

AIHce EXP 2021 Speaker Preparation

Managing your online speaker account, action items, and due dates

Presented by Erin Breece & Kathryn Christoe

AIHceEXP2021
Advancing Worker Health & Safety

MAY 24 - 26
DALLAS, TX

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AIHce EXP Speaker Webinar Series

- Series of webinars corresponding with various deadlines leading up to the AIHce EXP 2021 conference
- Assist speakers in navigating resources, websites, understanding expectations, and deadlines
- Improve presentation skills and conference evaluations
- For more information and to view recordings, visit www.aihceexp.org, click “Speak,” then “Helpful Hints for a Successful Presentation”

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DATE	SUBJECTS COVERED
11/6/2020 @ 2:00 p.m. (ET)	How to manage your online speaker account, action items, and due dates
1/7/2021	What to expect on-site: room sets, logistics forms for PDC presenters, interactivity for Education Session presenters, and convention center rules and regulations
2/2/2021	PDC Presentation preparation: uploading, PPT, review of resources online, timeline, deliverables.
2/26/2021	Promoting your session/attendance
3/11/2021	Guest Speaker - Topic TBD
4/8/2021	Professional Posters Preparation: format, printing options, author attend time, on-site logistics
4/15/2021	Education Sessions Preparation: PPT template and central uploading demo, review of resources online, on-site logistics
4/21/2021	Student Posters Preparation: digital file uploading and consideration for Best in Show Awards
4/22/2020	Student Presentations PPT template and central uploading demo, review of resources online, on-site logistics
4/27/2021	How to use the AIHce EXP mobile app during your presentation to promote interactivity
5/4/2021	Virtual Conference Presenters Guide
	What to expect on-site:
5/6/2021	PDCs: how monitors will assist, Speaker Ready Room, post conference (evals and honorarium)

Webinar Schedule

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Accessing your online speaker account

- Visit www.aihceexp.org, and click on “SPEAK,” or use the link in your notification email (<https://ww3.aievolution.com/aih2101>) to access your account
- Login - your username is your first initial and last name (i.e., jdoe) and your password can be emailed to you by clicking “forgot password”

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Welcome to AIHce EXP 2021!

Use this site to:

- Submit a proposal
- Review a proposal
- Access speaker resources (once accepted)
- Submit a function request

Please create a NEW account for your 2021 requests, as account details from previous conferences were not transferred. To do so, click "Create your profile" below.

Username:

Password:

[Sign In](#)

Ready to get started? Create your profile. You will receive login credentials via email.
Forgot your Password? [Get it now!](#)

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Updating your contact information

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Dashboard Sign Off

Step 1 of 3: Edit Profile

* - indicates a required item.

Profile Information

Password:
 [Change?](#)

Contact Information

Prefix:

* First Name:

- Immediately after logging in, you will see the following page where you can update your contact information, including your credentials, company, location, etc.
- The information here (credentials, company, city, and state only) will be visible on your session listing webpage)
- The email listed here will be the one used by AIHA to contact you regarding any speaking engagements at AIHce EXP
- This can be updated at any time to reflect job changes, etc.

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Completing the Speaker Agreement

- After updating your profile, you will be taken immediately to the Speaker Agreement
- Review the content, and digitally sign and date
- **DEADLINE: November 20, 2020**

Agreement Details

- All speakers must review AIHA guidelines and convention center rules, and consent to adhere by signing the agreement.

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Dashboard

Erin Breece

Sign Off

AIHce EXP Speaker Agreement

To edit your bio at any time, please hover over the "Dashboard" button at the top left hand corner. Scroll down and click on "Bio/Photo" to edit.

Each presenter at AIHce EXP 2021 must complete the following speaker agreement.

* - indicates a required item.

* Conference Attendance & Presentation Guidelines

I agree that, to present during the American Industrial Hygiene Conference and Expo (AIHce EXP), I must register and pay all applicable registration fees. I understand that AIHA does not offer discounted registration for speakers.

I agree to present as part of the AIHce EXP on my designated date and time. My presentation will be reflective of the original proposal that was peer-reviewed and accepted by the Conference Program Committee or Continuing Education Committee.

I agree to notify AIHA's program manager immediately if an unforeseen circumstance or emergency should prevent me from meeting my obligation as a presenter. I understand that I am responsible for finding a replacement speaker if I am unable to present.

I acknowledge AIHA will host a series of webinars (live and recorded) available to all AIHce EXP presenters and agree to participate either live or via recording. (The various webcasts will walk you through the presentation process from start to finish, educate you on how to navigate the resources available to you, improve your presentation skills, and assist you in meeting all necessary deadlines).

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Review your bio & add a photo

- The biography entered for you at the time of submission will auto-generate
- Make changes, if needed, at any time
- Upload a headshot style photo of yourself (optional)
 - For best results, use the noted sizing of 800x100 pixels

The screenshot shows the 'Bio' editing page in the AIHce EXP 2021 system. At the top, there is a header with the logo and navigation links. The main content area is titled 'Step 3 of 3: Bio for'. A green message box indicates 'The data was saved successfully.' Below this, there is a text input field for the bio, with a character count of 'Remaining: 10000'. There are also buttons for 'Insert', 'Symbol', and 'Special Char'. A 'Photo' section is visible with a 'Choose File' button and a note that 'No file chosen'. At the bottom, a green banner contains a submission note: 'CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR FILE SUBMISSION NOTE: ALL IMAGES SHOULD BE SIZED TO 800x100 PIXELS (width x height). ALSO, YOUR SCREEN MAY FLICKER OR TURN WHITE DURING THE SUBMISSION PROCESS.'

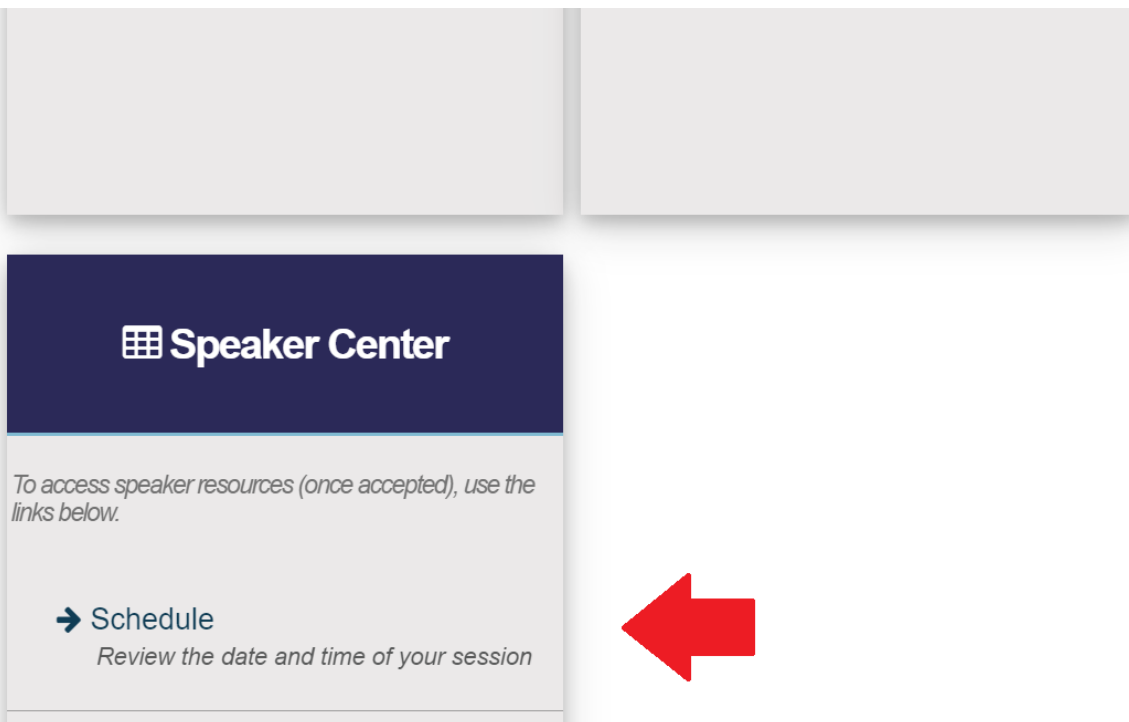
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NEW – Session Delivery, Broadcasting & Materials Form

AIHA is planning AIHce EXP 2021 as a hybrid event, with most activities planned for real-time engagement whether the attendee is in the session room, in a hotel room or other location in Dallas, or participating entirely virtual. As we plan, we ask for your feedback on presenting your PDC or session to a hybrid audience (in-person and virtual) and/or presenting completely virtual, if needed.

If we must pivot to an entirely virtual conference, your answers on this form will be used to help us determine the virtual program line-up.

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The screenshot shows a user interface for a 'Speaker Center'. At the top, there is a dark blue header with a white grid icon and the text 'Speaker Center'. Below the header, there is a light gray area with the text 'To access speaker resources (once accepted), use the links below.' Underneath this text, there is a blue arrow pointing right followed by the word 'Schedule' and the subtext 'Review the date and time of your session'. A large red arrow points from the right towards the 'Schedule' link.

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Schedule



Use this section to review your schedule and submit any additional documents or forms.

Preview Schedule

 - indicates a required item.

Sun, 5/23

Event Title: PDC 201: Train-the-Trainer: Improving IH Exposure Judgments
Type: Professional Development Course
Time: 8:00 AM - 5:00 PM
Location: Kay Bailey Hutchison Convention Center Dallas, C141
Role: Lead Instructor

PDC Logistics Form 	Incomplete
Session Delivery, Broadcasting, & Materials Form 	Incomplete



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NEW – Session Delivery, Broadcasting & Materials Form

- Presentation options (on-site, live stream, pre-record, or will not translate to online delivery)
- All speakers must provide consent for recording for OnDemand and Virtual Program
 - Speakers have right to opt out (if company rules prohibit recording or broadcast)
- Recording and Virtual Program not applicable to pop-up education or poster presenters, but will still need to sign off

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NEW – Session Delivery, Broadcasting & Materials Form

- Conference Materials
 - Copyright
 - AIHce PPT template
 - Central PPT uploading
 - Attendee handouts

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Speaker Registration & Reservations

- PDC instructors who wish to attend AIHce EXP Monday through Wednesday are required to pay the applicable full conference or one-day registration fee, and should register for and reserve hotel accommodations online
- Instructors must also register for the PDC(s) they are teaching using a special code that will be sent December 9
 - **Questions regarding PDC instructor registration may be directed to Erin Breece, 703-846-0749, ebreece@aiha.org**
- Education session & Pop-Up (Monday-Wednesday) presenters and moderators are required to register for the conference and pay the applicable full conference or one-day registration fee
 - **Questions regarding Education Session speaker registration may be directed to Kathryn Christoe, 703-846-0753, kchristoe@aiha.org**
 - **Questions regarding Pop-Up speaker registration may be directed to Mark Leinkram, 703-846-0793, mleinkram@aiha.org**

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Speaker Funding

- PDC presenters receive an honorarium (post-conference) for facilitating their course
 - \$125/hour or \$1,000 total for a full day course
 - \$500 for a ½-day course
 - \$2,000 for a 2-day course
 - If there are multiple instructors in a course, the honorarium is shared
- Funding and/or discounts on registration are not available to Education Session or Pop-Up presenters

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PDC Presenter Timeline

- November 20, 2020 – Login, Sign Speaker Agreement, Complete Speaker Delivery Form, Review Profile Information, Biography and Upload Photo
- February 11, 2021 – Submission of all PDC Logistics Forms. (Lead Instructors ONLY; form is below)
- March 11, 2021 – Review all content on the Speaker Toolkit section of the AIHce EXP website (www.aihceexp.org).
- March 21, 2021 – If attending the conference, register for AIHce EXP by this date for the Advanced Rate.
- March 24, 2021 – Course Cancellation (if low enrollment, you will be warned ahead of time)
- April 1, 2021 – Handout materials due. All handouts will be formatted/reproduced electronically and distributed by AIHA if received by this date.
- April 15, 2021 – Late submittals and those planning to reproduce and distribute their own handouts must submit a final copy to AIHA for approval.
- May 7, 2021– Handouts distributed to students (electronically)
- May 22, 23, & 27, 2021 – PDC presentation dates
- June 11, 2021 – Honorarium payment requests due. Requests received after this date will not be honored and will result in forfeiture of payment.

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Education Presenter Timeline

- November 20, 2020 – Login, Sign Speaker Agreement, Complete Speaker Delivery Form, Review Profile Information, Biography and Upload Photo
- March 11, 2021 – Review all content on the Speaker Toolkit section of the AIHce EXP website (www.aihceexp.org).
- March 21, 2021 – If attending the conference, register for AIHce EXP by this date for the Advanced Rate.
- May 24, 25, & 26, 2021 – Education program presentation dates

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Pop-Up Presenter Timeline

- November 20, 2020–April 2, 2021 – Login, Sign Speaker Agreement, Complete Speaker Delivery Form, Review Profile Information, Biography and Upload Photo
- March 21, 2021–If attending the conference, register for AIHce EXP by this date for the Advanced Rate.
- April 9, 2021 – Review all content on the Speaker Toolkit section of the AIHce EXP 2020 website (www.aihceexp.org).
- May 24, 25, & 26, 2021 – Pop-Up Education Session presentation dates

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Questions?



- Education Sessions, Case Studies, Scientific Research, and Posters, **Kathryn Christoe**, 703-846-0753, kchristoe@aiha.org
- Professional Development Courses (PDCs), **Erin Breece**, 703-846-0749, ebreece@aiha.org
- Pop-Up Education, **Mark Leinkram**, 703-846-0793, mleinkram@aiha.org